

STATEMENT OF WORK  
FOR  
START PORTAL MONITORING PROGRAM  
(SPMP)  
May 17, 2001

DEFENSE THREAT REDUCTION AGENCY  
MONITORING OPERATIONS BRANCH  
(DTRA/OSSM)

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## **1.0 START Portal Monitoring Program Overview**

The SPMP supports United States Government (USG) continuous monitoring operations in Votkinsk, Russia in accordance with the provisions of the START treaty. The START treaty allows the USG to examine all vehicles exiting the Votkinsk Machine Building Plant (VMBP) for Items of Continuous Monitoring (ICM).

Use of the CMS system provides the capability to continuously monitor vehicles and cargo loads exiting the plant in accordance with the terms and conditions of the START treaty. Monitoring activities will be performed by USG monitors operating a system of Treaty-authorized CMS equipment.

The CMS controls monitoring functions which include traffic control, vehicle and cargo screening and inspection, perimeter sensors and surveillance, and central data processing and control. The CMS is operated and maintained by monitors (contractor personnel) who are internally supported with housing, food services, maintenance, and storage facilities. The monitored facility has one exit designated as a Portal that has both rail and road traffic at which USG personnel will operate the CMS to screen and, as necessary, support inspection of vehicles and loads using dimensional measurement, traffic control, and video surveillance equipment. Inspections of vehicles and cargo loads may cover a spectrum from screening by length only, to measuring and/or weighing the vehicle and/or its load, to interior inspection of the vehicle. Procedures applicable in each case will depend upon vehicle or cargo load size and whether or not it is declared to contain an ICM under the START Treaty. (An ICM is defined as an Intercontinental Ballistic Missile (ICBM) for mobile launchers of ICBM or a first stage of such an ICBM).

There may be additional road exit at which USG personnel may operate the CMS to screen exiting vehicles using dimensional measurement, traffic control, and video surveillance equipment, and additional unmanned personnel exits. Data obtained at the Portal, Exit(s), and from the Perimeter will be monitored and selectively stored at the Data Collection Center (DCC) located near the Portal. A storage warehouse and a back-up power generation capability are also located near the Portal. Permanent housing for USG personnel is furnished by Russians, with imported furnishings (such as office, kitchen, and gym equipment) provided by the USG as Government Furnished Property (GFP).

To support the logistical aspects of this program, the contractor shall provide a staging point in the United States and at the Gateway in Europe. The Gateway and the "Point of Entry" locations require contractor liaison and support for transportation and control of personnel and equipment under this contract.

## **2.0 Applicable Documents**

The provisions of the following documents and their tailored applications, as set forth in the paragraphs of Section 3 of this SOW, are hereby incorporated in the contract by reference with the same force and effects as though set forth herein in full:

<b><u>Document/Date</u></b>	<b><u>Title</u></b>
30 Oct 89	Votkinsk Portal Monitoring System-001 System and Software Description
31 Jul 91	START Treaty and associated Memoranda <sup>*</sup>
31 Jul 91	Supporting/Supplementary START Agreements <sup>*</sup>
DOD 5220.22-M 1 Jan 95	National Industrial Security Program Operating Manual
On-Site Monitoring Program (OSMP) CDRL A001 DI-A-1035/T	VPMF Operating Procedures (VOPs)

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<sup>\*</sup> The contractor shall adhere to all treaty provisions, any subsequent amendments to the treaty and associated subsequent agreements reached between the two governments which may affect the implementation provisions of the treaty.

### **3.0 Contractor Tasks**

The contractor shall perform the following tasks in fulfillment of the SPMP Contract. Acronyms and definitions specific to the SPMP are located in Section H of this contract.

#### **3.1 Pre-performance Period**

The pre-performance period provides a transition phase to manage the transfer of responsibilities between the incumbent contractor and the contractor covered by this statement of work.

##### **3.1.1 From Date of Contract Award to 27 November 2001**

Initial program planning and staffing shall take place during this period. The contractor shall submit to the government information on employees for processing of security clearances, diplomatic passports and Russian Visas. Coordination with the government and the incumbent contractor off-site can occur during this period.

##### **3.1.2 28 November 2001 to 17 December 2001**

Program planning, coordination, and training can take place on-site during this time period. Final preparations will be made for full assumption of site support functions.

##### **3.1.3 18 December 2001 to 9 January 2002**

The contractor shall assume full support responsibilities. The contractor shall be responsible for all requirements in this statement of work.

### **3.2 Votkinsk Continuous Portal Monitoring**

The contractor shall operate, maintain, and support continuous monitoring at VPMF. The USG will arrange for primary electrical power, water, fuel, heating, and sewage from the Russians to support CMS activities.

The contractor shall update, maintain, and adhere to the USG-approved Votkinsk Operating Procedures (VOPs), which include all on-site tasks necessary to operate, maintain, and support the CMS and CMS support equipment, including monitoring and inspection procedures. The VOPs shall also include all tasks to support personnel and facilities. The government policy letters contained in the Government Operating Procedures (GOPs) shall be adhered to. (CDRL A001)

### **3.3 Continuous Monitoring System (CMS)**

The contractor shall operate, maintain, support and integrate the CMS equipment and modifications (hardware and software) used for on-site continuous monitoring.

### **3.4 Site Support**

The contractor shall perform tasks (other than those tasks required for CMS ) required to operate, maintain, and support the personnel, equipment, and facilities at VPMF.

#### **3.4.1 Facility Maintenance and Support**

The contractor shall provide housekeeping to the inside of the housing, support, and warehouse facilities. The contractor shall ensure walkways within the free movement zone are kept clear of snow. The contractor shall maintain, and perform minor maintenance or repair to the furnishings, equipment, and systems inside the housing, support, and warehouse facilities; these activities shall be coordinated with the USG on site. The contractor shall maintain a system to track open maintenance requests, closed maintenance actions, and CMS availability.

### **3.4.2 Site Consumption**

The contractor shall maintain an inventory control program to control all supplies and property on-site, monitor use, identify re-order points and complete the re-order process to support timelines dictated by available means and schedules of transportation. All requests for consumables generated on-site will be reviewed by the USG Site Commander. The contractor shall recommend a method of transportation to the USG, to include the use of military transportation, taking into account cost and responsiveness. The contractor shall plan for and transport all VPMF consumables such as food, medical, administrative and repair supplies to site or to a staging point, as designated by the USG. The contractor shall maintain a process to review all requisitions and purchases with the USG Program Manager prior to obligating or expending funds. The contractor will give preference to procurements through USG channels where time, suitability, efficiency and cost constraints are practical.

### **3.4.3 Food Supplies**

The contractor shall procure food and water and related supplies in variety and quantities adequate for site consumption, given the anticipated on-site population and the constraints of transportation and storage. The contractor shall compute, recommend and stock an emergency reserve food and water supply to be maintained on site, to be used in the event normal food distribution is disrupted.

### **3.4.4 Medical Supplies**

The contractor shall purchase and maintain all medical supplies necessary for basic health administration and emergency medical care for all site personnel, including USG personnel.

### **3.4.5 Support Equipment**

The contractor shall purchase, transport and maintain all support equipment, mobile or fixed, required to support VPMF.

### **3.4.6 Information Technology System (IT)**

The Contractor shall maintain a comprehensive plan for maintenance, support, and procurement of IT hardware and software at VPMF as a section of the Integrated Logistics Support Plan (ILSP). The contractor shall consider standardizing IT hardware and software. The contractor shall ensure that data is transferable electronically to DTRA.

### **3.4.7 Standard DTRA Outer Garments.**

The USG will provide outer garments for cold weather for all on-site personnel. The contractor is responsible for returning "non-expendable" issued clothing.

### **3.4.8 Health and Safety**

The contractor shall establish and administer an Occupational Safety and Health Program to include the industrial, environmental, radiation safety and occupational health. The contractor shall establish and maintain a medical support plan covering all aspects of this program, and policies and procedures for on-site medical care. (CDRL A002)

#### **3.4.8.1 Water Testing**

The contractor shall establish and administer a water testing program to acquire and analyze water samples at VPMF. The contractor shall obtain water samples from filtered and unfiltered sources at least every three months. Water samples shall be analyzed against US

Environmental Protection Agency Drinking Water Standards, or equivalent. The USG may direct more frequent water testing in the event water contamination is suspected. (CDRL A003)

#### **3.4.8.2 Walk-Through Inspections**

A walk-through inspection of all facilities shall be conducted at least quarterly. Contractor will ensure unsafe and/or unhealthy conditions (e.g., tripping and fire hazards, biohazard waste and refuse) are eliminated, and ensure the risks are managed properly.

#### **3.4.8.3 Radiation Safety and Monitoring**

The contractor shall establish and administer a radiation monitoring program to track the exposure to radiation of each USG Inspector and contractor, deployed to VPMF. At a minimum this program shall include film badge distribution, tracking, collection, laboratory analysis, record management and reporting. The contractor shall report results for each inspector, and provide an annual cumulative exposure report at the end of each fiscal year. (CDRL A004)

#### **3.4.8.4 Medical Care**

The contractor shall establish an on-site medical capability to provide routine and emergency medical care for USG and contractor personnel. Documentation of medical care provided to USG personnel shall be documented to DTRA/Health and Occupational Safety. The medical staff shall be trained to provide advanced cardiac and advanced trauma life support and prescribe medications. Medications, equipment, and protocols supporting these requirements shall be current and meet commonly accepted medical standards.

On-Site contractor personnel shall be required to undergo, at least annually, Tuberculosis screening, using the current U.S. standard diagnostic approach. The USG shall be notified within 14 days of any positive results with the plans for further work-up and treatment decisions as they are made, if treatment should become necessary.

The contractor shall perform a medical reevaluation on any on-site contractor personnel to verify his/her suitability for the remote site environment expected at the VPMF if requested by the USG.

The contractor shall ensure that appropriate procedures and equipment are in place to initiate an aeromedical evacuation.

A physician shall provide consultation, supervision, and/or guidance to the Medical Care Providers in all professional medical decisions and shall perform medical quality assurance on all treatment notes. The supervising physician shall be ultimately responsible for all medical care provided on site. A physician shall be available to provide guidance to the on-site medical staff on-call on a 24-hour basis.

#### **3.4.9 Morale, Welfare and Recreation (MWR)**

The contractor shall establish and administer a MWR plan to define MWR requirements and forecast MWR supply and equipment (including hardware and software) procurement within an USG approved MWR budget. The contractor shall procure supplies and equipment in accordance with this USG-approved MWR plan. (CDRL A005)

#### **3.4.10 Supply Support**

The contractor shall acquire, receive, store, transport, issue and dispose of items needed to operate, maintain, and support continuous monitoring at VPMF in Russia. The contractor shall maintain auditable stock and balance records on site.

#### **3.4.11 Spare and Repair Parts**

The contractor shall plan for, obtain, and maintain all spare and repair parts for site operation and support equipment, including MWR and IT equipment. (excludes the CMS)

#### **3.4.12 Off-Site Maintenance and Repair**

The contractor shall develop and maintain sources of repair off site (i.e., return to warehouse and/or vendor for repair) for the refurbishment and recovery of serviceable equipment and spares removed from VPMF.

#### **3.4.13 On-Site Contractor Personnel**

The contractor shall provide all technical and support services required to manage, operate, maintain VPMF, and support monitoring and inspections, in accordance with Treaty provisions, the CMS Specification, and the USG-approved VOPs and LSP. The maximum number of contractor personnel that can be on site is nineteen. The USG shall have the right to authorize higher manning levels and/or lower levels (i.e. hold personnel out at the Gateway) as constraints demand. The contractor shall ensure that an operations maintenance and support (OM&S) team consisting of the following skills are on site at all times:

##### **3.4.13.1 Contractor Site Management**

The contractor shall designate a Site Manager to supervise and control all contractor activities at the site.

##### **3.4.13.2 Language Specialists**

The contractor shall provide a minimum of four personnel who are fluent in English and Russian available on-site at all times. The linguists shall be capable of translating all treaty and site operation subject matter.

The contractor language specialists shall pass the Defense language Proficiency Test (DLPT) or equivalent in Russian and English, level 3/3/3 (reading/listening and comprehension/speaking) within one year prior to assuming duty at VPMF. The speaking portion of the test must have been administered by an USG agency. The contractor may appeal to the DTRA Program Manager, on a case by case basis, for waiver of the language fluency requirements.

##### **3.4.13.2.1 Administrative Specialist**

The contractor shall designate an administrative specialist to perform critical control functions for all site documentation. The administrative specialist shall have passed the DLPT or equivalent, in Russian, at least at level 3/3/3. The contractor may appeal to the DTRA Program Manager, on a case-by-case basis, for waiver of the language fluency requirements.

##### **3.4.13.3 Medical Care Providers**

The contractor shall provide two Medical Care Providers on site at all times. At least one must be either a Physician Assistant or Nurse Practitioner, and a Registered Nurse can be used to fill one of the positions.



All on-site medical care providers shall have current active licenses, to practice medicine appropriate for each provider's occupation, requisite certifications, and must stay current in the field of medicine. A Physician shall provide consultation, supervision, and/or guidance to the Medical Care Providers in all professional medical decisions and shall be ultimately responsible for all medical care provided on site. A Physician shall be available to provide guidance to the on-site medical staff on-call on a 24-hour basis.

#### **3.4.13.4 Food Preparation Personnel**

The contractor shall provide qualified chefs to prepare food for all site personnel.

#### **3.4.13.5 Concurrent Duties**

Concurrent to the above skills, the contractor shall provide qualified personnel to perform the following tasks and work within the following constraints:

##### **3.4.13.5.1 Russian Interface**

The contractor shall provide a linguist at all official meetings with the Russians and shall record and document all meeting minutes. The U.S. Site Commander and/or the USG Duty Officer will approve the final version of these minutes. The contractor shall track any action items identified in the meeting to completion. When the contractor Site Manager identifies a need to meet with Russian technical or maintenance personnel, he/she shall obtain approval from the U.S. Site Commander or the USG Duty Officer.

##### **3.4.13.5.2 Weekly Trip to the U.S. Embassy in Moscow**

The contractor shall provide one person from the site to accompany a USG representative on trips to the U.S. Embassy in Moscow.

##### **3.4.13.5.3 Social Events and Representational Functions**

The contractor shall provide linguistic support for, and be represented at all social events sanctioned by the U.S. Site Commander.

##### **3.4.13.5.4 Visits by USG Officials**

The contractor shall plan for and host visits by U.S. and Russian Government officials as directed by the USG Site Commander. Such support may include, at a minimum, translation, meal and lodging support, and demonstration of site and equipment.

##### **3.4.13.5.5 Passport Control**

The contractor shall develop and implement a system to control the diplomatic passports of contractor personnel. The contractor shall ensure all passports are current for the duration of this contract. The contractor shall coordinate all new passports, visas, passport and visa renewals through DTRA. Contractor personnel shall relinquish their diplomatic passports at the Gateway each time they rotate out of Russia. Diplomatic passports shall be returned to contractor personnel (usually at the Gateway) when rotating back into Russia. Contractor personnel shall not use diplomatic passports for travel not directly associated with support of this contract, unless excepted by the USG.

#### **3.5 Program Management (PM)**

The contractor shall plan, direct, organize, coordinate, and control the definition, development, and procurement of SPMP operations maintenance and support.

The contractor shall maintain a Program Management Office (PMO) under the authority of a Program Manager to manage all efforts required by the contract. The PMO shall be located in the Washington, D.C. area (within 35 miles of DTRA Headquarters) to ensure effective and efficient coordination of efforts between the PMO and the USG Program Director.

The contractor shall manage and provide all Staging Point support functions including packaging, shipping, repair and return, procurement, and configuration/data management for material to shipped to the VPMF.

The contractor shall manage and provide all Gateway support functions including VPMF rotation support, procurement, packaging, shipping, and repair and return.

The contractor shall convene Program Management Reviews (PMRs) bi-annual throughout the life of this contract. Each PMR shall be co-chaired by the contractor's and government PMs. At the discretion of the USG Program Director, the PMRs may be held alternately between the USG's and the contractor's facilities. Key contractor personnel shall attend PMRs. The agenda for each PMR shall be submitted 7 days in advance to the USG for review and approval. The contractor shall prepare minutes for each PMR for final approval by the USG. (CDRL A006)

### **3.6 Systems Engineering**

The contractor shall manage, direct and control all engineering or technical effort required to support SPMP systems, subsystems, and associated engineering change proposals. The contractor shall also support DTRA in technical discussions with the arms control community and the Russians.

### **3.7 Configuration Management**

The contractor shall maintain a SPMP configuration management plan including configuration identification, control, status accounting, and periodic audits for all items of SPMP equipment and prime mission equipment software. The contractor shall maintain a set of as-built engineering drawings on site and at the PMO. The contractor shall also ensure that the configuration of the CMS is maintained in accordance with the as-built engineering drawings. The contractor shall maintain the existing CMS hardware and software specification and changes approved by the USG. The Contractor shall update existing CMS operator manuals to reflect hardware or software changes. (CDRL A007) (CDRL A008) (CDRL A009)

### **3.8 System Test and Evaluation**

The contractor shall ensure all modifications, additions, or deletions to the CMS perform to specification and treaty requirements. Identify any necessary CMS changes on an ECP.

### **3.9 System Integration**

As directed by the government, the contractor shall integrate all modifications, additions, or deletions to the CMS with existing equipment, hardware and software.

### **3.10 Human Resources Management**

The contractor shall maintain a program to recruit, screen, interview, process and hire personnel in performance of the contract. The contractor shall remove and replace personnel as directed by the USG. The contractor shall establish a personnel program to recruit active and reserve personnel to meet the requirements of this SOW.

### **3.10.1 Applicant Screening**

The contractor shall screen each applicant prior to submission for USG consideration. This screening shall include, but not be limited to, determining suitability for the remote-site environment expected at VPMF, drug testing, medical evaluation/health physical testing (including cardiovascular stress tests).

If any applicants are in a "high-risk" health category, the results of their medical evaluation/health physical testing will be evaluated by the Corporate Physician and clearance given prior to actually hiring any personnel for on-site duty. For any individual that falls into this category, the Corporate Physician will inform the USG's Physician prior to the person being hired and the PMO will inform the VPMP Program Manager that such discussions are taking place.

The USG has the right to review any physical testing findings and reserves the right to deny or revoke program access based on suitability for remote-site environment on this contract.

The USG also has the right to perform psychological screening for all contractor personnel approved for duty in Russia. The psychological screening may be performed before or during site duty. This test may be administered at the USG's discretion any time during an individual's participation in efforts under this contract.

As a condition of employment, all contractor personnel shall read and sign the DTRA policy agreement governing behavior while in Russia in performance of this contract.

### **3.10.2 Candidate List**

The contractor shall submit the list of all employment candidates to the USG for consideration. The U.S. and/or Russian Government(s) may reject any candidate without cause. (CDRL A011)

#### **3.10.3.1 Personnel Rotations**

The contractor shall maintain a personnel rotation schedule. Rotations will be at the discretion of the USG. The USG will arrange for the host nation to provide all transportation, lodging, and meals upon arrival in Russia. Inbound contractor personnel shall handcarry foodstuffs and supplies to and from aircraft (to include loading onto aircraft) and ground transportation during the rotation.

#### **3.10.3.2 Rotation List**

The contractor shall maintain a rotation list identifying all contract individuals rotating in and out of Russia. The full names of each contract inspector, as it appears on his/her diplomatic passport, shall be provided. (CDRL A010)

#### **3.10.4 Reserve List**

The contractor shall maintain an active list of personnel to replace on-site personnel lost to turnover, dismissal, or other reasons. The contractor shall maintain a reserve pool of at least one complete VPMF OM&S team; the total number of active and reserve personnel shall not exceed 75. The reserve personnel may be working on other programs; however, they shall be available for instant activation for this program. (CDRL A011)

### **3.11 Program Security**

The contractor shall maintain a security program to ensure protection of U.S. classified and sensitive unclassified information; and compliance with all contract security requirements. The

contractor shall comply with the provisions of the DD Form 254 (Contract Security Classification Specification), Attachment 2 to this contract. The contractor shall, at no time, transport or maintain classified information in Russia unless specifically authorized by the USG Contracting Officer or USG Program Manager.

#### **3.11.1 Personnel Security Clearances**

The contractor's employees, who perform work on site, at the Gateway, or in other locations to support the classified aspects of this contract, shall be U.S. citizens and awarded a SECRET security clearance. The security clearance shall be based on a USG background investigation and favorably adjudicated by the Defense Industrial Security Clearance Office. (DISCO)

For new candidates, the contractor shall submit the appropriate security clearance request forms to the DTRA Security Office. (SO)

#### **3.11.2 Temporary Personnel**

Access to VPMF may be required for short-term, specific on-site tasks, which may not warrant a SECRET clearance and background investigation. Concurrent with placement on the inspector/monitor list and being processed for a diplomatic passport, the contractor shall provide SO with the full name, social security number, date, and place of birth of potential "Temporary Personnel." The SO will process these personnel for a National Agency Check (NAC). However, no security clearance will be issued. Approval for duty on site will be granted by USG. Temporary personnel shall not be granted access to classified information and shall comply with the Two-Person Rule and the DTRA Drug and Alcohol Policy.

#### **3.11.3 Program Access**

At any time during the course of a background investigation or upon receipt of notice of security clearance adjudication, SO will advise the contractor of the findings. Prior to being approved for duty at VPMF or the Gateway, program access is required. The decision to grant program access and allow entry onto duty at VPMF or the Gateway is made by the USG. The USG may authorize site or Gateway duty prior to completion of the full background investigation if an Interim SECRET security clearance is granted by DISCO and the following conditions have been met:

1. A completed security clearance request form, reviewed by SO with no issues identified, has been forwarded to DISCO to initiate the investigation.
2. A subject interview conducted with no issues noted.
3. A national agency check completed with favorable results.

#### **3.11.4 Security Status Report**

The contractor shall maintain a program to monitor the current security clearance status of contractor and subcontractor personnel. The contractor shall submit this information in a security status report. (CDRL A010)

#### **3.12 Rotation Meetings During Crew Rotations**

Contractor personnel shall attend meetings by USG personnel at the Gateway each time they rotate into or out of Russia. When rotating into Russia, contractor personnel shall report to the Gateway not later than 1200 hours the day prior to the rotation. Contractor personnel rotating into Russia for the first time shall report to the Gateway not later than 0830 hours the day prior to the rotation to accommodate additional in-processing. Contractor personnel rotating out of Russia shall remain available at the Gateway until their rotation out-processing by the USG has

been completed. Additionally, when rotating out of Russia for the last time, i.e., leaving VPMF site duty, the contractor personnel shall schedule an additional half day for out-processing actions.

### **3.13 Unofficial Foreign Travel**

Contractor personnel shall report intended unofficial travel to or through countries identified in attachment 1 of enclosure 5, prior to commencing such travel via DTRA Form 16. If the personnel are active rotators, DTRA Form 16 shall be signed by the VPMF Contractor supervisor on site and the USG Site Commander and then forwarded to the USG program manager. For all other Contractor personnel, the form shall be signed by a contractor supervisor and forwarded to the USG program manager for signature. The contractor shall provide DTRA Form 16's to DTRA in a timeframe that will allow for USG Program Manager review and approval at least 10 working days prior to commencing travel. The contractor shall attend briefings and/or debriefings regarding travel if deemed necessary by the USG.

### **3.14 Logistics Support**

The contractor shall maintain an Integrated Logistics Support Plan (ILSP) to attain and retain required VPMP performance characteristics and capabilities. The contractor shall address all areas of logistics support in the ILSP. The contractor shall forecast logistics requirements to support VPMP Operations MNX and Support(OM&S). The contractor shall analyze and report use and failure rates, repair cycle times and transportation times to maximize the availability of the VPMF equipment. At a minimum, the ILSP shall address the following subparagraphs. (CDRL A012)

#### **3.14.1 Maintenance Planning**

The contractor shall plan and establish maintenance concepts and requirements to maximize the availability of the VPMP equipment and facilities.

#### **3.14.2 Supply Support**

The contractor shall maintain VPMP supply support including all management actions, procedures and techniques used to determine requirements to acquire, catalog, receive, store, transfer, issue and dispose of items needed for VPMP.

#### **3.14.3 Support Equipment**

The contractor shall maintain a program to acquire all equipment, and related data required supporting VPMP OM&S.

#### **3.14.4 Computer Resources**

The contractor shall maintain executable software, archive copies, source code, documentation, hardware, and facilities needed to operate and support embedded computer systems.

#### **3.14.5 Facilities**

The contractor shall maintain the permanent, semi-permanent, and/or temporary real property assets required supporting the VPMP.

#### **3.14.6 USG Furnished Equipment, Property, and Supplies**

The contractor shall maintain and control all USG furnished equipment, property, and supplies. The contractor shall identify and procure such items at the direction of the USG.

#### **3.14.7 Packaging, Handling, Storage and Transportation**

The contractor shall manage and provide the resources, processes, procedures, design considerations and methods to ensure that all system, equipment, and support items are packaged, handled, stored, and transported properly (including tracking and controlling the flow of equipment and supplies to and from the site) in accordance with this SOW, Treaty provisions, and environmental laws. The contractor shall provide cargo and backhaul shipment notifications and cargo flight inventory lists for cargo flights and handcarry lists for rotational flights. (CDRLs A013, A014, A015, A016)

#### **3.14.8 Documentation/Technology Transfer**

The contractor shall provide one copy of all documentation needed to install, operate, maintain, repair or conduct additional testing of the equipment at VPMF to the Russians on site through the U.S. Site Commander. The contractor shall ensure that sensitive U.S. technology is not transferred to the Russians as part of this process. The contractor shall also ensure that no personal hand-carry items transported into Russia are restricted because of technology transfer issues.

The contractor shall maintain on-site, a record of any technical data transferred to the Russians. At a minimum this record shall contain transfer number, part number or drawing number of the document, nomenclature, number of pages/quantity, revision, and date transferred. In addition, the signature of the U.S. Site Commander, the Site Manager, and a Russian Government representative shall be obtained for each document, or set of documents, transferred.

#### **3.15 Export Licenses**

The contractor shall provide written copies of all export licenses and/or statements that export licenses are unnecessary, DTSA technology transfer review reports, and/or other pertinent technology transfer review documentation to the USG. The contractor shall maintain copies of all export licenses and technology transfer review correspondence and reports for review by the USG, as needed. The contractor shall provide documentation to the USG NLT 21 days prior to the date of departure of the equipment, software, and/or documentation to Russia.

#### **3.16 Damage During Transport**

The contractor shall report damage during transport to the Senior USG Representative on-site and the Contracting Officer (CO), and take immediate action to correct (i.e., repair/replace) the discrepancy.

#### **3.17 Training**

The contractor shall implement and maintain a program to train contractor and USG personnel both off and on-site. The contractor shall conduct training on an as needed basis, as determined by the USG. The contractor shall prepare and submit a training plan providing the following training as a minimum. (CDRL A017)

##### **3.17.1 VPMP Orientation**

The contractor shall develop and conduct a VPMP orientation course designed to introduce all new contractor personnel to the VPMP program.

### **3.17.2 Phase I Training**

The contractor shall conduct a two week course designed to prepare duty officers for a rotation to the Votkinsk Portal Monitoring Facility (VPMF), and as such covers a wide range of topics areas, including: detailed training on the START Treaty and its application to operations at Votkinsk, description of equipment and procedures used, introduction to the Russian culture, introduction to the Interagency process, the Chain of Command, conduct of personnel rotations, overview of vehicles that exit the Votkinsk Machine Building Plant, and descriptions of missiles and canisters. The course shall be given to approximately 6 government personnel at a frequency of about 5 times a year.

### **3.17.3 Phase II Training**

The contractor shall conduct a one week 5 day course designed to cover in detail aspects of site operation, treaty application for continuous monitoring, government working relationships with contractors, Site Commanders and Deputy Site Commander duties. This course will certify an individual as a Deputy Site Commander. The course shall be given to approximately 6 government personnel at a frequency of about 6 times a year.

### **3.17.4 On-Site Visiting Duty Officer Training**

The contractor shall develop and conduct a specialized training course for Visiting Duty Officers covering site operation, DCC operation, site overview, contractor-government relationships, and healthcare services. This course shall be given every three weeks to approximately two USG personnel.

### **3.17.5 Health Care Training**

The contractor shall ensure that the on-site Health Care Providers receive all necessary training in accordance with the Safety and Occupational Health Program, as identified in the Medical Support Plan. This training shall include all courses required to maintain the certifications of the Health Care Providers. Additionally, it shall include, but not be limited to, training in radiation safety, cold weather medicine, water testing, and food sanitation/inspection. The contractor shall also maintain Basic Life Support (BLS) Instructor Training for at least one contractor employee, who will provide BLS training to the on-site team per the Training Plan. (CDRLs A002, CDRL A017)

### **3.17.6 On-Site Contractor Training**

The contractor shall conduct an on-site training program to maintain operational, maintenance, and language proficiency. The program will train the on-site operators and maintainers on CMS as appropriate, and train linguists in Russian language terminology unique to CMS.

### **3.18 Financial Control and Analysis**

The contractor shall use a cost/schedule status reporting (C/SSR) system and contract funds status report. In addition, the contractor shall assemble and submit a report on site expenditures incurred during the reporting period. (CDRLs A018, A019)

### **3.19 Travel**

The contractor shall be responsible for all travel (except air travel) and per diem associated with contractor personnel processing, training, and deployment between the U.S. and the Gateway. The USG will provide all air transportation for contractor employee travel as required to perform the requirements of this contract. However, if the USG is unable to provide air transportation, the contractor shall provide air transportation for employees to perform the requirements of this contract.

### **3.20 Changes**

The contractor shall continually review the status and provisions of the contract, and may submit contract change proposals (CCP) for consideration by the USG, as appropriate. The contractor shall ensure that each CCP submitted can be readily definitized by the USG. The contractor shall deliver all required CCPs for the VPMP. (CDRL A027) In addition, the contractor shall submit a CCP to close out all of the direct labor and Other Direct Cost elements associated with that fiscal year, no later than three years after the end of each FY. Any additional indirect cost changes, upon final audit and approval by DCAA, may be proposed after the three year deadline. (CDRL A020)

### **3.21 VPMP Transition**

Within 30 days of a USG request, the contractor shall submit for USG review and approval a transition plan detailing the contractor's method of transferring OM&S responsibility from the existing to a follow-on contractor. (CDRL A021)

### **3.22 Final Documentation Delivery Under Transition Phase Out**

The contractor shall finalize and deliver the latest versions of the VOPs, the ILSP, the Training Plan, commercial technical manuals, training materials and documentation, and logistics consumption records 30 days prior to the final rotation out of all personnel.

### **3.23 Votkinsk Portal Monitoring Facility Site Closure**

Upon exercise of the Votkinsk Portal Monitoring Facility (VPMF) site closure option, the contractor shall provide a plan and schedule for site closure. The contractor shall address, at a minimum, transportation of personnel and equipment, storage, refurbishment, disposal of equipment, site restoration, and final data delivery in appropriate plans and schedules. (CDRL A022)

Upon termination of the program or this contract, the contractor shall remove all personnel from the site within 60 days of receipt of written direction from the Contracting Officer. The USG shall arrange for contractor personnel transportation from the site to the Gateway.